



Please submit this form via email to grunincenter@ocean.edu. Submission of this rental request form does not guarantee a booking. The Grunin Center retains the right to deny any request that is not complete, that conflicts with an already scheduled event, or that does not fit into the mission of the institution. A Grunin Center representative will contact you within 72 hours of receiving this form.

REQUESTED VENUE/FACILITY

Main Stage Theater Main Stage Lobby Gallery Green Room (A117)

ORGANIZATION INFORMATION

Name of Organization: _____

Address: _____

Affiliation: Profit Non-Profit School/University OCC Organization

Primary Contact: _____ Position: _____

Contact Email: _____ Contact Phone: _____

EVENT DETAILS

Name of Event: _____

Requested Date(s): _____

Event Type: Theater Dance Concert Speaker Film Other

Expected Number of Performers: _____ Expected Number of Attendees: _____

Estimated Set-up Time: _____ Rehearsal Time (if any): _____

Event Start Time: _____ Event End Time: _____

Will your event be ticketed? Yes No

*Depending on the size and nature of your event, you may be required to use our ticketing platform.

Will you have a pre or post show reception? Yes No

Technical Needs: _____

Additional Information: _____
